

# GRAND RAPIDS AREA LIBRARY BOARD

Grand Rapids Area Library

July 13, 2016 5:00 P.M.

DRAFT

- 5:00 **Call to order**
- 5:01 **Roll call:**
- 5:02 **Public Comment (if anyone wishes to address the Board)**
- 5:05 **A. Approval of agenda (Packet Item A)**
- 5:10 **B. Minutes. June meeting and special meeting (Packet Item B)**
- 5:12 **C. Communications**
- 5:15 **D. Financial Report (Packet Items D1-) .) Roll Call Vote Required**  
**Approve Financial reports and payment of bills as listed**
- 5:20 **E. Staff Reports (Packet Items E\_\_)**
- 5:25 **F. Old Business:**
- 5:30 **G. New Business:**  
**Consent Agenda:** (Any item on the consent agenda will be pulled from the consent agenda and moved to the regular agenda on request of any board member or member of the public.) **Roll Call Vote Required.**
1. **Approve payment of late bills**
  2. **Approve Contracts and payment to presenters**
    - a. Dean Klinkenberg \$150, Aug 11 program, Mississippi River environmental & cultural issues
  3. **Approve Resolution 2015-05 Accepting Donations**
    - a. \$25 from Karla and Allan Kosel to purchase books in honor of Phyllis Scherf
    - b. \$1920 from Grand Rapids Area Library Fndtn for Saturday Story Times May – August
    - c. \$1000 from John and Gina Hawkinson Advised Fund – unrestricted
    - d. \$20 from Eric Oberg – unrestricted
    - e. \$25 from Dennis and Jeanne Legan for magazines
  4. **Approve Resolution 2015-06 Accepting Donations/Bequest**  
\$114,816.92 from the Estate of Gary Dwayne Ehalt to be used for an endowment for materials and programs for children

## **Regular agenda**

1. **Approve transfer of funds received from Gary Ehalt Estate to the Grand Rapids Area Community Foundation for the Grand Rapids Area Library Foundation endowment fund**
  2. **Adopt draft Budget for 2017**
  3. **Discuss Educational Dashboard upgrade**
- 6:00 **Adjourn**

**Watch Short Takes for Trustees Video Advocacy**

# Grand Rapids Area Library Regular Board Meeting June 8, 2016

**Call to Order:** The monthly board meeting was called to order at 5:02 PM by Dennis Jerome.

## **Roll Call:**

- **Members Present:** Mary Helen Haarklau, Dennis Jerome, Max Peters, Lisa Tabbert, Susan Zeige, and Jean MacDonell
- **Members Absent:** Shannon Benolken, Deborah Kee, Randy McCarty
- **Staff Present:** Director Marcia Anderson

## **Public Comment:**

**Agenda:** Jean MacDonell moved to approve the agenda with addition to regular agenda: authorize solicitation of quotes for repairing front sidewalk, and cleaning and sealing the sidewalks. A second was made by Max Peters. The motion passed unanimously.

**Minutes:** Max Peters moved to approve the minutes from the May 11, 2016 board meeting. A second was made by Lisa Tabbert. The motion passed unanimously.

**Communications:** Library Department Head Report to Council May 23. It was mentioned that the GR Area Library has enjoyed a good relationship with the City.

**Financial Report:**

**The Grand Rapids Area Library Bill List  
Invoices Due On/Before June 8, 2016**

<b>NAME</b>	<b>AMOUNT DUE</b>
5 STAR PEST CONTROL &	485.00
AMAZON.COM	580.14
AMERIPRIDE LINEN & APPAREL	74.08
ANDERSON GLASS	582.35
ARROWHEAD LIBRARY SYSTEM	901.36
BAKER & TAYLOR, INC	1,057.64
BLACKSTONE AUDIO, INC	8.00
BLUE CROSS & BLUE SHIELD OF MN	6,009.00
BUSY BEES QUALITY CLEANING	1,700.00
CARL'S APPLIANCE REPAIR	30.00
DELTA DENTAL OF MINNESOTA	146.45
FINDAWAY WORLD LLC	310.60
GRAND RAPIDS CITY PAYROLL	37,264.48
HAWKINSON REDI-MIX	400.00
JOHNSON'S LOCK & SAFE	153.09
MINNESOTA ENERGY RESOURCES	659.78
MN STATE HORTICULTURAL SOCIETY	62.00
MINNESOTA REVENUE	67.10
NEXTERA COMMUNICATIONS LLC	85.42
PAUL BUNYAN COMMUNICATIONS	245.36
PERSONNEL DYNAMICS LLC	1,813.23
PHAROS SYSTEMS INT'L INC	879.00
P.U.C.	2,616.37
RAPIDS PLUMBING & HEATING INC	869.10
SIM SUPPLY INC	138.29
TRU NORTH ELECTRIC LLC	489.13
UNIQUE MANAGMENT SERVICES	116.35
UNUM LIFE INSURANCE CO OF AMER	14.35
VERIZON WIRELESS	52.06
VISA	655.10
WASTE MANAGEMENT	247.33
RHONDA FOCHS	150.00
JONATHAN SHIELDS	100.00
<b>TOTAL ALL VENDORS:</b>	<b>58,962.16</b>

Max Peters moved to approve the financial report and payment of bills as listed. A second was made by Jean MacDonell. On a roll call vote the motion passed unanimously.

**Staff Reports:**

- ***Director's Report:***
- ***Assistant Director's Report:***

**Old Business:**

**New Business:**

- ***Consent Agenda:***
  - 1. Approve payment of late bills**
    - a. Russell Carpet Cleanings \$1095**
    - b. UMS collections \$187.95**
    - c. Canon Financial \$67**
  - 2. Approve Contracts and Payments to Presenters**
    - a. Miller August 11<sup>th</sup> concert \$100**
    - b. Schotzko September 15 *Downsizing* \$50**
  - 3. Approve Resolution 2016 - Accepting Donations**
    - a. \$200 Splithand Township undesignated**
    - b. \$2500 Lyman Loveland Children's materials in memory of Fay and Evelyn Loveland**
    - c. \$1760 Grand Rapids Area Library Foundation for Saturday Story times Feb - Apr**

Correction under Consent Agenda: late bill from Canon Financial in packet but not on agenda, \$67 lease payment for copier. Jean MacDonell moved to approve the consent agenda with the correction. A second was made by Max Peters. On a roll call vote the motion passed unanimously.

- ***Regular Agenda:***
  - a. The Board discussed setting a special meeting date to approve hire of Public Services Clerk 1. A tentative meeting date was set for June 22 or 23 at 5:00 PM pending contact of absent board members.
  - b. Discuss disposition of bequest (maintain cash or place in endowment). A general agreement was reached to leave the bequest with the Library Foundation until upcoming strategic planning sessions have been completed. The Board would like to stay true to the purpose of the Ehalt bequest.

- c. Sue Zeige moved to authorize solicitation of quotes for repairing front sidewalk, and cleaning and sealing the sidewalks. A second was made by Mary Helen Haarklau. The motion passed unanimously.

**Adjourn:** The monthly board meeting was adjourned at 5:33 PM by Dennis Jerome.

**Grand Rapids Area Library  
Special Board Meeting  
June 23, 2016**

**Call to Order:** The special board meeting was called to order at 5:03 PM by Chair Dennis Jerome.

**Roll Call:**

- **Members Present:** Mary Helen Haarklau, Lisa Tabbert, Randy McCarty, Susan Ziege, and Dennis Jerome
- **Members Absent:** Max Peters, Shannon Benolken, Jean MacDonell, Deborah Kee
- **Staff Present:** Assistant Director Amy Dettmer

**Public Comment: None**

**Agenda:** Randy McCarty made a motion to recommend to City Council to offer full time employment as Library Public Services Clerk 1 to Deb Moebakken at a rate of pay of \$15.3480 to begin June 28 or as soon as possible thereafter pending background check and psychological and drug testing. Mary Helen Haarklau seconded. The motion carried with unanimous approval.

**CITY OF GRAND RAPIDS**  
**GRAND RAPIDS AREA LIBRARY**  
**SCHEDULE OF CHANGES IN REVENUE, EXPENDITURES, AND FUND BALANCE**  
**FOR THE SIX MONTHS ENDING JUNE 30, 2016**  
*With Comparative Totals for June 30, 2015*

	2015 Actual	2016 Actual	2016 Budget	Percent of Budget
<b>Fund Balance 1/1/XX:</b>				
Cash Flow	314,098	390,515	390,515	
Compensated Absences	40,062	39,670	39,670	
Emergency/unanticipated Expenditures	54,544	29,916	29,916	
Major Equipment Replacement	51,925	-	-	
<b>TOTAL FUND BALANCE 1/1/XX</b>	<b>460,629</b>	<b>460,101</b>	<b>460,101</b>	
<b>Revenues:</b>				
Taxes	332,619	-	647,999	0%
Intergovernmental	51	-	127,000	0%
Charges for Services	8,265	24,327	11,182	218%
Fines & Forfeits	6,396	6,240	14,000	45%
Blandin Grant	-	-	-	0%
GR Library Foundation	5,170	22,079	-	0%
Miscellaneous	6,906	10,645	12,500	85%
Other Sources-Operating Transfer	-	-	-	0%
Other Sources (Fund Balance Usage)	-	-	-	0%
<b>TOTAL REVENUES</b>	<b>359,407</b>	<b>63,291</b>	<b>812,681</b>	<b>8%</b>
<b>Expenditures:</b>				
Personnel	266,809	287,202	586,661	49%
Supplies/Materials	41,844	34,238	87,750	39%
Other Services/Charges	53,786	58,092	123,270	47%
Blandin Grant	-	-	-	0%
<b>TOTAL EXPENDITURES</b>	<b>362,439</b>	<b>379,532</b>	<b>797,681</b>	<b>48%</b>
<b>OPERATING SURPLUS (DEFICIT)</b>	<b>(3,032)</b>	<b>(316,241)</b>	<b>15,000</b>	
Gr Rapids Library Foundation Captl Grant	-	-	-	0%
Capital Outlay	-	11,254	-	0%
<b>Fund Balance 6/30/XX</b>				
Cash Flow	311,066	(13,925)	328,570	
Compensated Absences	40,062	40,062	40,062	
Emergency/unanticipated Expenditures	54,544	54,544	54,544	
Major Equipment Replacement	51,925	51,925	51,925	
<b>TOTAL FUND BALANCE 6/30/XX</b>	<b>\$ 457,597</b>	<b>\$ 132,606</b>	<b>\$ 475,101</b>	

The Grand Rapids Public Library Endowment Fund of Minnesota Foundation has a balance of \$30,132 as of 03/31/16. This endowment is not available for current operations.

Accumulated Energy Rebates

\$4,083

CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH **JUNE 30, 2016**

<b>Account Number</b>	<b>Account Description</b>	<b>2016 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-31-00-0100	CURRENT	\$ 647,999	\$ -	0%
211-00-31-00-0200	DELINQUENT	-	-	0%
211-00-31-00-4055	FISCAL DISPARITIES	-	-	0%
211-00-33-00-6300	LIBRARY CONTRACTS	127,000	-	0%
211-00-33-00-6310	ALS REIMBURSEMENT	-	-	0%
211-00-34-00-7960	ALS CROSS-OVERS	6,282	5,282	84%
211-00-34-00-7970	PHOTO COPIES	1,600	1,181	74%
211-00-34-00-7975	INTERNET	3,000	1,881	63%
211-00-34-00-7980	LIBRARY FEES-PROCTORING	300	200	67%
211-00-34-00-7982	PASSPORT PROCESSING FEE	-	15,475	0%
211-00-34-00-7990	FAX MACHINE USE	-	308	0%
211-00-35-00-1030	LIBRARY FINES	14,000	6,240	45%
211-00-37-00-2310	DONATIONS	2,000	450	23%
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	1,000	450	45%
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	200	2,500	1250%
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	300	200	67%
211-00-37-00-2365	ENDOWMENT FUND INCOME	1,300	1,336	103%
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	-	22,079	0%
211-00-37-00-2375	MEETING ROOM RECEIPTS	3,400	2,903	85%
211-00-37-00-2450	MISCELLANEOUS	1,800	1,346	75%
211-00-37-00-2455	ENERGY REBATES	-	1,140	0%
211-00-37-00-5100	INVESTMENT INCOME	2,500	320	13%
		<b>812,681</b>	<b>63,291</b>	<b>8%</b>
211-00-39-00-5500	FUND BALANCE USAGE	-	-	0%
211-00-75-00-7200	OPERATING TRANSFER OUT	-	-	0%
211-00-75-10-1010	SALARY-FULL TIME	412,058	187,815	46%
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	-	185	0%
211-00-75-10-1030	SALARY-PARTTIME	22,626	10,323	46%
211-00-75-10-1050	CONTRACTED SERVICES	3,200	9,807	306%
211-00-75-10-1210	PERA	32,601	14,742	45%
211-00-75-10-1220	FICA	26,950	11,616	43%
211-00-75-10-1250	MEDICARE	6,303	2,717	43%
211-00-75-10-1310	HEALTH INSURANCE	77,975	47,978	62%
211-00-75-10-1330	LIFE INSURANCE	221	104	47%
211-00-75-10-1335	DENTAL INSURANCE	2,027	802	40%
211-00-75-10-1347	VISION INSURANCE	-	(3)	0%
211-00-75-10-1510	WORKERS COMPENSATION	2,700	1,114	41%
211-00-75-20-2010	OFFICE SUPPLIES	7,000	2,867	41%
211-00-75-20-2020	COPY SUPPLIES	1,000	527	53%
211-00-75-20-2030	PRINTING/BINDING	600	1,034	172%
211-00-75-20-2060	COMPUTER SUPPLIES	3,000	829	28%
211-00-75-20-2070	COMPUTER INVENTORY	2,000	-	0%
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	9,000	-	0%
211-00-75-20-2090	INVENTORIAL SUPPLIES	1,000	375	37%
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	350	287	82%
211-00-75-20-2100	OPERATING SUPPLIES	2,000	197	10%
211-00-75-20-2110	BOOKS	42,000	20,323	48%
211-00-75-20-2120	AUDIO/VISUAL	9,000	4,748	53%
211-00-75-20-2130	NEWSPAPERS	1,000	942	94%
211-00-75-20-2140	PERIODICALS	7,000	628	9%
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	2,500	1,481	59%



CITY OF GRAND RAPIDS  
 GRAND RAPIDS AREA LIBRARY REVENUE & EXPENDITURES  
 YEAR TO DATE THROUGH JUNE 30, 2016

<b>Account Number</b>	<b>Account Description</b>	<b>2016 Budget</b>	<b>Year to Date</b>	<b>Percent of Budget</b>
211-00-75-20-2210	EQUIPMENT PARTS	300	-	0%
211-00-75-30-3000	PROFESSIONAL SERVICES	-	350	0%
211-00-75-30-3010	ACCOUNTING SERVICES	800	-	0%
211-00-75-30-3070	LAUNDRY	520	314	60%
211-00-75-30-3090	JANITORIAL SERVICES	20,400	10,200	50%
211-00-75-30-3100	OTHER CONTRACTED SERVICES	4,000	6,148	154%
211-00-75-30-3210	TELEPHONE	5,500	2,589	47%
211-00-75-30-3220	POSTAGE/FREIGHT	500	1,054	211%
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	500	-	0%
211-00-75-30-3255	STAFF TRAINING	500	-	0%
211-00-75-30-3260	COMMUNITY ED PROMOTION	300	251	84%
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	2,200	1,011	46%
211-00-75-30-3510	PUBLISHING & ADVERTISING	300	100	33%
211-00-75-30-3610	GENERAL INSURANCE	9,000	4,737	53%
211-00-75-30-3810	ELECTRICITY	30,000	11,661	39%
211-00-75-30-3840	GARBAGE REMOVAL	2,400	1,468	61%
211-00-75-30-3860	HEAT-NATURAL GAS	4,000	2,252	56%
211-00-75-30-4000	MAINTENANCE CONTRACTS	6,000	3,018	50%
211-00-75-30-4010	BUILDING MAINT/REPAIRS	15,000	2,785	19%
211-00-75-30-4015	GROUNDS MAINTENANCE	1,000	-	0%
211-00-75-30-4020	COMPUTER MAINT/REPAIR	9,000	879	10%
211-00-75-30-4030	ONLINE SERVICES	3,000	2,275	76%
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	6,000	6,597	110%
211-00-75-30-4100	EQUIPMENT LEASES	1,900	402	21%
211-00-75-30-4300	MISCELLANEOUS	50	-	0%
211-00-75-30-4330	DUES & SUBCRIPTIONS	300	-	0%
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	100	-	0%
211-00-75-50-5500	EQPT/MACH/FURN/FIX	-	11,254	0%
	<b>TOTAL EXPENDITURES</b>	<b>797,681</b>	<b>390,786</b>	<b>49%</b>
	<b>SURPLUS REVENUES/(EXPENDITURES)</b>	<b>15,000</b>	<b>(327,495)</b>	

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JULY 13, 2016

DATE: 07/07/2016  
 TIME: 13:13:18  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 1

INVOICES DUE ON/BEFORE 07/13/2016

VENDOR #	NAME	AMOUNT DUE
PUBLIC LIBRARY		
0113100	AMAZON.COM	268.46
0113233	AMERIPRIDE LINEN & APPAREL	84.06
0114200	ANDERSON GLASS	50.00
0118660	ARROWHEAD LIBRARY SYSTEM	55.26
0201428	BAKER & TAYLOR, INC	2,249.87
0201429	BAKER & TAYLOR ENTERTAINMENT	44.01
0212124	BLACKSTONE AUDIO, INC	441.96
0221700	BUSY BEES QUALITY CLNG SVC INC	1,700.00
0405500	DEMCO	176.77
0718060	GRAND RAPIDS HERALD REVIEW	100.30
0914800	INVEST EARLY PROJECT	800.00
1021515	JUNIOR LIBRARY GUILD	28.00
1309525	MINITEX	1,685.00
1415377	NORTHERN BUSINESS PRODUCTS INC	968.62
1605665	PERSONNEL DYNAMICS LLC	3,814.24
1805150	RECORDED BOOKS	6.95
1821700	MICHAEL RUSSELL	1,095.00
1900800	SVL SERVICE CORPORATION	2,595.00
1901355	ST PAUL PIONEER PRESS	227.76
1909510	SIM SUPPLY INC	369.56
2015555	TOONSTRA PSYCHOLOGICAL SERVICE	350.00
2018680	TRU NORTH ELECTRIC LLC	75.25
2114356	UNIQUE MANAGMENT SERVICES	545.95
2209421	VIKING ELECTRIC SUPPLY INC	65.22
2609600	ZIPLOCAL	264.00
T000715	DEB CLEVEN	82.00
T001063	MICHAEL JOHN MILLER	100.00

TOTAL UNPAID TO BE APPROVED IN THE SUM OF: \$ 18,243.24

CHECKS ISSUED-PRIOR APPROVAL  
 PRIOR APPROVAL

0205640	LEAGUE OF MN CITIES INS TRUST	86.00
0212750	BLUE CROSS & BLUE SHIELD OF MN	4,293.00
0301530	CANON USA INC	134.00
0405447	DELTA DENTAL OF MINNESOTA	175.10
0605191	FIDELITY SECURITY LIFE INS CO	12.52
0718015	GRAND RAPIDS CITY PAYROLL	34,620.88
0805524	BONNIE HENRIKSEN	21.75
1209516	LINCOLN NATIONAL LIFE	35.20
1309199	MINNESOTA ENERGY RESOURCES	347.25
1309335	MINNESOTA REVENUE	41.29
1405850	NEXTERA COMMUNICATIONS LLC	82.93
1601750	PAUL BUNYAN COMMUNICATIONS	490.72
1621130	P.U.C.	2,473.47

GRAND RAPIDS PUBLIC LIBRARY BILL LIST - JULY 13, 2016

DATE: 07/07/2016  
 TIME: 13:13:19  
 ID: AP443000.CGR

CITY OF GRAND RAPIDS  
 DEPARTMENT SUMMARY REPORT

PAGE: 2

INVOICES DUE ON/BEFORE 07/13/2016

VENDOR #	NAME	AMOUNT DUE
CHECKS ISSUED-PRIOR APPROVAL		
PRIOR APPROVAL		
2114750	UNUM LIFE INSURANCE CO OF AMER	16.40
2205637	VERIZON WIRELESS	164.83
2209665	VISA	219.45
2301700	WASTE MANAGEMENT	248.41
TOTAL PRIOR APPROVAL ALLOWED IN THE SUM OF:		\$ 43,463.20
TOTAL ALL DEPARTMENTS		61,706.44

CITY OF GI RAPIDS  
 DETAILED BALANCE SHEET

FUND: PUBLIC LIBRARY  
 FOR 6 PERIODS ENDING JUNE 30, 2016

BALANCE  
 01/01/16

NET  
 DEBITS

NET  
 CREDITS

BALANCE  
 06/30/16

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 06/30/16
<b>ASSETS</b>					
211-00-00-00-0100	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-0110	DUE TO OTHER FUNDS	0.00	243,557.94	243,557.94	0.00
211-00-00-00-1010	CASH	457,959.97	84,517.59	436,832.43	105,645.13
211-00-00-00-1019	PETTY CASH FUND	20.00	0.00	0.00	20.00
211-00-00-00-1020	CHANGE FUND	90.00	0.00	0.00	90.00
211-00-00-00-1050	TAXES RECEIVABLE-CURRENT	0.00	0.00	0.00	0.00
211-00-00-00-1070	TAXES RECEIVABLE-DELINQUENT	7,166.00	0.00	0.00	7,166.00
211-00-00-00-1150	ACCOUNTS RECEIVABLE	15,078.25	0.00	15,078.25	0.00
211-00-00-00-1310	DUE FROM OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-1313	DUE FROM ALS	0.00	0.00	0.00	0.00
211-00-00-00-1315	DUE FROM MN FOUNDATION	31,542.00	0.00	0.00	31,542.00
211-00-00-00-1320	DUE FROM OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1321	DUE FROM US GOV'T	0.00	0.00	0.00	0.00
211-00-00-00-1550	PREPAID ITEMS	10,514.89	2,729.95	10,121.53	0.00
211-00-00-00-1551	PREPAID INSURANCE	0.00	11,530.00	5,765.10	3,123.31
211-00-00-00-1620	BUILDINGS	0.00	0.00	0.00	5,764.90
211-00-00-00-1621	ACCUMULATED DEPRECIATION	0.00	0.00	0.00	0.00
211-00-00-00-1630	IMPROVEMENTS	0.00	0.00	0.00	0.00
211-00-00-00-1800	ENCUMBRANCES	0.00	25,591.72	14,881.18	10,710.54
<b>TOTAL</b>		522,371.11	367,927.20	726,236.43	164,061.88
<b>TOTAL ASSETS</b>		522,371.11	367,927.20	726,236.43	164,061.88
<b>LIABILITIES AND FUND EQUITY</b>					
<b>LIABILITIES</b>					
211-00-00-00-2020	ACCOUNTS PAYABLE	38,068.77	419,207.05	394,666.69	13,528.41
211-00-00-00-2030	SALES TAX PAYABLE	0.00	273.49	324.29	50.80
211-00-00-00-2040	USE TAX PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2060	CONTRACTS PAYABLE	0.00	0.00	0.00	0.00
211-00-00-00-2070	DUE TO OTHER FUNDS	0.00	0.00	0.00	0.00
211-00-00-00-2080	DUE TO OTHER GOVERNMENTS	0.00	0.00	0.00	0.00
211-00-00-00-2120	DUE TO COMPONENT UNIT-PUC	0.00	0.00	0.00	0.00
211-00-00-00-2170	ACCRUED WAGES PAYABLE	16,130.01	16,130.01	0.00	0.00
211-00-00-00-2200	DEFERRED REVENUES-TAXES	7,166.00	0.00	0.00	7,166.00
211-00-00-00-2220	DEFERRED REVENUES	905.25	905.25	0.00	0.00
<b>TOTAL</b>		62,270.03	436,515.80	394,990.98	20,745.21
<b>TOTAL LIABILITIES</b>		62,270.03	436,515.80	394,990.98	20,745.21

DATE: 07/01/16  
 TIME: 14:39:33  
 ID: GL450000.WOW

CITY OF GI RAPIDS  
 DETAILED BALANCE SHEET

PAGE: 2  
 F-YR: 16

FUND: PUBLIC LIBRARY  
 FOR 6 PERIODS ENDING JUNE 30, 2016

ACCOUNT #	DESCRIPTION	BALANCE 01/01/16	NET DEBITS	NET CREDITS	BALANCE 06/30/16
FUND EQUITY					
211-00-00-00-2530	FUND BALANCE-UNRESV & UNDESG	460,101.08	0.00	0.00	460,101.08
211-00-00-00-2950	RESERVE FOR ENCUMBRANCE	0.00	14,881.18	25,591.72	10,710.54
TOTAL		460,101.08	14,881.18	25,591.72	470,811.62
	FUND SURPLUS (DEFICIT)	0.00	327,494.95	0.00	(327,494.95)
TOTAL FUND EQUITY		460,101.08	342,376.13	25,591.72	143,316.67
TOTAL LIABILITIES AND FUND EQUITY					
		522,371.11	778,891.93	420,582.70	164,061.88

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ACCOUNT NUMBER	DESCRIPTION	JUNE ACTUAL	FISCAL YEAR BUDGET	FISCAL YEAR-TO-DATE ACTUAL	OUTSTANDING ENCUMBRANCES	UNCOLLECTED/ UNENCUMBERED BALANCE	% COLL/ EXP.
<b>REVENUES</b>							
<b>TAXES</b>							
211-00-31-00-0100	CURRENT	0.00	647,999.00	0.00	0.00	647,999.00	0
211-00-31-00-0200	DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-4055	FISCAL DISPARITIES	0.00	0.00	0.00	0.00	0.00	0
211-00-31-00-9100	PENALTIES & INTEREST-DELINQUENT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	647,999.00	0.00	0.00	647,999.00	0
<b>TOTAL TAXES</b>		0.00	647,999.00	0.00	0.00	647,999.00	0
<b>INTERGOVERNMENTAL</b>							
211-00-33-00-0210	ANNEXATION	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4025	MARKET VALUE HOMESTEAD CREDIT	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4060	SUPPLEMENTAL AID	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-4250	STATE OF MINNESOTA	0.00	0.00	0.00	0.00	0.00	0
211-00-33-00-6300	LIBRARY CONTRACTS	0.00	127,000.00	0.00	0.00	127,000.00	0
211-00-33-00-6310	ALS REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>		0.00	127,000.00	0.00	0.00	127,000.00	0
<b>TOTAL INTERGOVERNMENTAL</b>		0.00	127,000.00	0.00	0.00	127,000.00	0
<b>CHARGES FOR SERVICES</b>							
211-00-34-00-7960	ALS CROSS-OVERS	0.00	6,282.00	5,282.00	0.00	1,000.00	84
211-00-34-00-7970	PHOTO COPIES	157.23	1,600.00	1,181.22	0.00	418.78	74
211-00-34-00-7975	INTERNET	286.24	3,000.00	1,880.50	0.00	1,119.50	63
211-00-34-00-7980	LIBRARY FEES-PROCTORING	40.00	300.00	200.00	0.00	100.00	67
211-00-34-00-7982	PASSPORT PROCESSING FEE	1,950.00	0.00	15,475.00	0.00	(15,475.00)	100
211-00-34-00-7985	POSTAGE REIMBURSEMENTS-TESTS	0.00	0.00	0.00	0.00	0.00	0
211-00-34-00-7990	FAX MACHINE USE	44.92	0.00	307.82	0.00	(307.82)	100
<b>TOTAL</b>		2,478.39	11,182.00	24,326.54	0.00	(13,144.54)	218
<b>TOTAL CHARGES FOR SERVICES</b>		2,478.39	11,182.00	24,326.54	0.00	(13,144.54)	218

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<b>REVENUES</b>							
<b>FINES &amp; FORFEITS</b>							
211-00-35-00-1030	LIBRARY FINES	1,534.10	14,000.00	6,239.93	0.00	7,760.07	45
TOTAL		1,534.10	14,000.00	6,239.93	0.00	7,760.07	45
<b>MISCELLANEOUS REVENUE</b>							
211-00-37-00-2310	DONATIONS	0.00	2,000.00	450.00	0.00	1,550.00	23
211-00-37-00-2320	DONATIONS-MEMORIAL BOOKS	225.00	1,000.00	450.00	0.00	550.00	45
211-00-37-00-2336	DONATIONS-CHILDRENS LIBRARY	0.00	200.00	2,500.00	0.00	(2,300.00)	1250
211-00-37-00-2337	DONATION-LIBRARY PROGRAMS	0.00	300.00	200.00	0.00	100.00	67
211-00-37-00-2365	ENDOWMENT FUND INCOME	0.00	1,300.00	1,336.00	0.00	(36.00)	103
211-00-37-00-2367	GRAND RAPIDS LIBRARY FOUNDATION	1,920.00	0.00	22,079.39	0.00	(22,079.39)	100
211-00-37-00-2368	BIG READ GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2375	MEETING ROOM RECEIPTS	212.50	3,400.00	2,903.06	0.00	496.94	85
211-00-37-00-2420	BLANDIN GRANTS	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2421	MIRC GRANT	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-2450	MISCELLANEOUS	250.67	1,800.00	1,345.92	0.00	454.08	75
211-00-37-00-2455	ENERGY REBATES	1,140.00	0.00	1,140.00	0.00	(1,140.00)	100
211-00-37-00-2460	BOARD FUNDRAISER	0.00	0.00	0.00	0.00	0.00	0
211-00-37-00-5100	INVESTMENT INCOME	0.00	2,500.00	319.91	0.00	2,180.09	13
TOTAL		3,748.17	12,500.00	32,724.28	0.00	(20,224.28)	262
TOTAL MISCELLANEOUS REVENUE		3,748.17	12,500.00	32,724.28	0.00	(20,224.28)	262
<b>OTHER SOURCES</b>							
211-00-39-00-4620	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5010	SALES OF GENL FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5030	OPERATING TRANSFERS IN	0.00	0.00	0.00	0.00	0.00	0
211-00-39-00-5500	FUND BALANCE USAGE	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL OTHER SOURCES		0.00	0.00	0.00	0.00	0.00	0

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<b>TOTAL REVENUES:</b>							
		7,760.66	812,681.00	63,290.75	0.00	749,390.25	8
<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
211-00-75-00-7200	OPERATING TRANSFER OUT	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL</b>							
		0.00	0.00	0.00	0.00	0.00	0
<b>PERSONNEL</b>							
211-00-75-10-1010	SALARY-FULL TIME	28,454.04	412,058.00	187,815.04	0.00	224,242.96	46
211-00-75-10-1020	SALARY-FULLTIME/OVERTIME	0.00	0.00	184.85	0.00	(184.85)	100
211-00-75-10-1030	SALARY-PARTTIME	1,724.14	22,626.00	10,323.11	0.00	12,302.89	46
211-00-75-10-1040	SALARY-PARTTIME/OVERTIME	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1050	CONTRACTED SERVICES	2,241.21	3,200.00	9,807.46	3,248.44	(9,855.90)	408
211-00-75-10-1210	PERA	2,263.40	32,601.00	14,742.02	0.00	17,858.98	45
211-00-75-10-1220	FICA	1,766.22	26,950.00	11,616.18	0.00	15,333.82	43
211-00-75-10-1250	MEDICARE	413.08	6,303.00	2,716.73	0.00	3,586.27	43
211-00-75-10-1310	HEALTH INSURANCE	5,110.86	77,975.00	47,978.49	0.00	29,996.51	62
211-00-75-10-1330	LIFE INSURANCE	0.51	221.00	104.18	0.00	116.82	47
211-00-75-10-1347	DENTAL INSURANCE	90.61	2,027.00	802.24	0.00	1,224.76	40
211-00-75-10-1335	VISION INSURANCE	0.48	0.00	(2.58)	0.00	2.58	100
211-00-75-10-1420	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0
211-00-75-10-1510	WORKERS COMPENSATION	257.37	2,700.00	1,114.22	0.00	1,585.78	41
<b>TOTAL PERSONNEL</b>							
		42,321.92	586,661.00	287,201.94	3,248.44	296,210.62	50
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2010	OFFICE SUPPLIES	209.84	7,000.00	2,867.28	357.63	3,775.09	46
211-00-75-20-2020	COPY SUPPLIES	35.99	1,000.00	526.59	35.99	437.42	56
211-00-75-20-2030	PRINTING/BINDING	0.00	600.00	1,033.57	22.38	(455.95)	176
211-00-75-20-2043	BINDINGS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2060	COMPUTER SUPPLIES	136.99	3,000.00	829.14	203.98	1,966.88	34
211-00-75-20-2070	COMPUTER INVENTORY	0.00	2,000.00	0.00	0.00	2,000.00	0
211-00-75-20-2075	ASSETS BETWEEN \$700-\$4999	0.00	9,000.00	0.00	0.00	9,000.00	0
211-00-75-20-2090	INVENTORIAL SUPPLIES	0.00	1,000.00	374.62	0.00	625.38	37



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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>SUPPLIES &amp; MATERIALS</b>							
211-00-75-20-2095	VOLUNTEER PRGM SUP & MATERIALS	82.00	350.00	287.22	82.00	(19.22)	105
211-00-75-20-2100	OPERATING SUPPLIES	0.00	2,000.00	197.32	65.22	1,737.46	13
211-00-75-20-2110	BOOKS	1,867.78	42,000.00	20,323.35	1,674.02	20,002.63	52
211-00-75-20-2120	AUDIO/VISUAL	448.91	9,000.00	4,748.23	0.00	4,251.77	53
211-00-75-20-2130	NEWSPAPERS	227.76	1,000.00	941.84	227.76	(169.60)	117
211-00-75-20-2140	PERIODICALS	0.00	7,000.00	627.77	0.00	6,372.23	9
211-00-75-20-2150	MAINTENANCE TOOLS/SUPPLIES	436.51	2,500.00	1,480.62	297.13	722.25	71
211-00-75-20-2190	OTHER SUPPLIES/MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-20-2210	EQUIPMENT PARTS	0.00	300.00	0.00	0.00	300.00	0
<b>TOTAL SUPPLIES &amp; MATERIALS</b>		<b>3,445.78</b>	<b>87,750.00</b>	<b>34,237.55</b>	<b>2,966.11</b>	<b>50,546.34</b>	<b>42</b>
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-3000	PROFESSIONAL SERVICES	350.00	0.00	350.00	0.00	(350.00)	100
211-00-75-30-3010	ACCOUNTING SERVICES	0.00	800.00	0.00	0.00	800.00	0
211-00-75-30-3040	LEGAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3070	LAUNDRY	56.04	520.00	314.36	56.04	149.60	71
211-00-75-30-3090	JANITORIAL SERVICES	1,700.00	20,400.00	10,200.00	0.00	10,200.00	50
211-00-75-30-3100	OTHER CONTRACTED SERVICES	470.00	4,000.00	6,147.80	150.00	(2,297.80)	157
211-00-75-30-3210	TELEPHONE	380.33	5,500.00	2,588.65	0.00	2,911.35	47
211-00-75-30-3220	POSTAGE/FREIGHT	0.00	500.00	1,053.90	0.00	(553.90)	211
211-00-75-30-3230	SEMINAR/MEETINGS/SCHOOL	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3255	STAFF TRAINING	0.00	500.00	0.00	0.00	500.00	0
211-00-75-30-3260	COMMUNITY ED PROMOTION	0.00	300.00	251.00	0.00	49.00	84
211-00-75-30-3300	PROFESSIONAL SERV-COLLECTIONS	214.80	2,200.00	1,011.35	358.00	830.65	62
211-00-75-30-3310	AUTO MILEAGE/TRAVEL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-3510	PUBLISHING & ADVERTISING	0.00	300.00	100.30	364.30	(164.60)	155
211-00-75-30-3610	GENERAL INSURANCE	789.48	9,000.00	4,736.88	0.00	4,263.12	53
211-00-75-30-3810	ELECTRICITY	0.00	30,000.00	11,661.39	0.00	18,338.61	39
211-00-75-30-3840	GARBAGE REMOVAL	248.41	2,400.00	1,468.42	0.00	931.58	61
211-00-75-30-3860	HEAT-NATURAL GAS	0.00	4,000.00	2,251.53	0.00	1,748.47	56
211-00-75-30-4000	MAINTENANCE CONTRACTS	1,297.50	6,000.00	3,017.99	1,297.50	1,684.51	72
211-00-75-30-4010	BUILDING MAINT/REPAIRS	75.25	15,000.00	2,785.38	1,220.25	10,994.37	27
211-00-75-30-4015	GROUND MAINTENANCE	0.00	1,000.00	0.00	0.00	1,000.00	0

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<b>EXPENSES</b>							
<b>GENERAL ADMINISTRATION</b>							
<b>OTHER SERVICES &amp; CHARGES</b>							
211-00-75-30-4020	COMPUTER MAINT/REPAIR	0.00	9,000.00	879.00	0.00	8,121.00	10
211-00-75-30-4025	COMPUTER LEASES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4030	ONLINE SERVICES	702.13	3,000.00	2,275.00	702.13	22.87	99
211-00-75-30-4070	GENERAL EQUIP MAINT/REPAIR	0.00	6,000.00	6,597.11	0.00	(597.11)	110
211-00-75-30-4100	EQUIPMENT LEASES	67.00	1,900.00	402.00	0.00	1,498.00	21
211-00-75-30-4150	EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4200	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4300	MISCELLANEOUS	0.00	50.00	0.00	0.00	50.00	0
211-00-75-30-4330	DUES & SUBSCRIPTIONS	0.00	300.00	0.00	0.00	300.00	0
211-00-75-30-4545	INTERLIBRARY LOAN CHARGES	0.00	100.00	0.00	0.00	100.00	0
211-00-75-30-4555	COURIER SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4560	GRANDNET COSTS	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4600	ENDOWMENT FUND EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4621	BIG READ GRANT EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4622	BIG READ GRANT EXP 07/08	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4650	FACILITY MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0
211-00-75-30-4900	TRANSFER TO RESERVE	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL OTHER SERVICES &amp; CHARGES</b>		6,350.94	123,270.00	58,092.06	4,148.22	61,029.72	50
<b>CAPITAL OUTLAY</b>							
211-00-75-50-5500	EQPT/MACH/FURN/FIX	0.00	0.00	11,254.15	374.62	(11,628.77)	100
211-00-75-50-5900	2009-11B BUILDING/BLDG IMPROV	0.00	0.00	0.00	0.00	0.00	0
<b>TOTAL CAPITAL OUTLAY</b>		0.00	0.00	11,254.15	374.62	(11,628.77)	100
<b>TOTAL GENERAL ADMINISTRATION</b>		52,118.64	797,681.00	390,785.70	10,737.39	396,157.91	50
<b>BLANDIN GRANT</b>							
211-00-95-00-5720	BLND GRANT-CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5730	BLND GRANT-BOOKS & MATERIALS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5740	BLND GRANT-YOUTH PROGRAMS	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5745	BLNDIN GRANT-#G2006-0140 YOUTH	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5750	BLND GRANT-ADULT PROGRAMS	0.00	0.00	0.00	0.00	0.00	0

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EXPENSES							
BLANDIN GRANT							
211-00-95-00-5755	BLNDIN GRNT-#G2006-0140 ADULT	0.00	0.00	0.00	0.00	0.00	0
211-00-95-00-5760	BLANDIN GRNT-SMALL GRANTS	0.00	0.00	0.00	0.00	0.00	0
TOTAL		0.00	0.00	0.00	0.00	0.00	0
TOTAL BLANDIN GRANT		0.00	0.00	0.00	0.00	0.00	0
TOTAL EXPENSES:		52,118.64	797,681.00	390,785.70	10,737.39	396,157.91	50
TOTAL FUND REVENUES		7,760.66	812,681.00	63,290.75	0.00	749,390.25	8
TOTAL FUND EXPENSES		52,118.64	797,681.00	390,785.70	10,737.39	396,157.91	50
FUND SURPLUS (DEFICIT)		(44,357.98)	15,000.00	(327,494.95)			
TOTAL ALL FUND REVENUES		7,760.66	812,681.00	63,290.75	0.00	749,390.25	8
TOTAL ALL FUND EXPENSES		52,118.64	797,681.00	390,785.70	10,737.39	396,157.91	50
ALL FUND SURPLUS (DEFICIT)		(44,357.98)	15,000.00	(327,494.95)			

# Directors Report: July 13 , 2016

## Agenda Items

### Bequest

#### **We finally received a check!**

Amy spoke with the family member who brought in the check and she requested no publicity. They want it to remain anonymous.

At the last meeting I raised the question about disposition of the funds and whether this portion of the bequest, about \$ 110,000, should go into the endowment fund for a perpetual income designated for children's materials, programs and services, or should it be held for any desired larger, one-time expenditure projects for children.

When I reviewed the will to copy the exact language into the resolution to accept the donation, I realized that it does specify that it go into an endowment fund. The resolution reflects the wishes of the donor, and the intent to transfer the funds to the Library Foundation to be placed in the endowment fund.

FYI: \$90,000 from this bequest has gone into the endowment fund already, designated for children.

### Budget

I had to submit a proposed budget for 2017 on June 30, 4 days after I returned from vacation, so I did not have an opportunity to convene a budget committee meeting. The proposed draft budget is included in your packet, along with a narrative which explains significant increases in some budget line items.

### New Hire

Deb Moebakken started on June 28, and we immediately sent her to ALS for a scheduled "Horizon Basics" training. Since she has been working here regularly as a substitute, her transition has been smooth.

We asked 3 of the candidates if they would be willing to be trained as substitutes, and they agreed. We will invite them for training in August.

### Updates:

Telepresence unit: IASC IT is trying one last troubleshooting session with the unit before asking Cisco for a replacement controller unit. They are moving toward a contract to use Web-Ex, which will provide the opportunity for a remote user to use a computer, rather than requiring another unit.

## Assistant Director Report

July 2016

### **Teens**

The third week of June was Tour Central for teens! There were 3 different programs that toured the library for a total of 59 teens through the door. One group was TeenWORKS, an intense, two-week workforce development boot camp for teens in early high school, builds confidence and social capital while honing essential work skills that prepare teens for becoming effective workers.

The second group was TeenWORKS/Upward Bound. The TeenWORKS program collaborated with Upward Bound. The final group was North Homes. They have a summer group that meets at the high school and spent time one morning at the library. Some of the kids checked out fishing poles!

Anime club had 10 participants. There were 9 boys and 1 girl!

Teen Advisory Board had 2 participants: Jonas T. and Elizabeth T. Village Bookstore gave us a lot of Advanced Reader Copies and members chose a few books to read. We spent time with Legos, too. Members (and me) created figures out of Legos. The figures are on top of the shelves

### **Operations**

Tracy has been using the display case to show the Lego creations each week. People stop to look at the display and it creates conversation. I had one woman ask about the club because of the display case and is now going to bring her grandson.

The display table near the front doors has local history materials to help promote the program "Lost Towns of northern Minnesota" on June 30. Rhonda Fochs is the presenter for the program. She returns to uncover more tales about the lost towns of Northern Minnesota. Her newest edition, The Northern Towns II, includes more Itasca County locations that have disappeared over time.

In June the library was a drop off site for the United Way's Health and Hygiene campaign. Community members could drop off articles to help hygiene in plastic bins in the lobby.

The Friends continue to sell tickets for the quilt raffle. They took the quilt to the Quilt Shop for first Friday in June.

### **Staff**

John Nalan is part of the Police Review Board. The Board represents the Grand Rapids community to the Grand Rapids Police Department as advisors to the Police Department and City Council as it relates to police-community relations, planning, police training, programming and public education.

**CIRCULATION**  
 Check-outs 3,791  
 Total Circulation 25.14%  
 Returns  
 New cards

**THIS MONTH**  
 15,079  
 16,510  
 14,457  
 170

**YTD**  
 72,637  
 82,936  
 81,119  
 651

**YTD 2015**  
 75,633  
 85,623  
 82,926  
 587

**Express Check outs % of total c/o**  
 3,791 25.14%

**TECHNICAL PROCESSES**  
 Books cataloged and processed  
 Withdrawn copies

**THIS MONTH**  
 469  
 703

**YTD**  
 3,065  
 4,444

**Door count**  
 13269

**REFERENCE**  
 tests proctored  
 computer help over 5 minutes  
 Passports

**THIS MONTH**  
 467  
 12  
 42  
 79

**YTD**  
 4,726  
 43  
 285  
 626

**YTD 2015**  
 4,482  
 61  
 239

**INTERNET**  
 Pharos sessions \*\*\*

**SESSIONS**  
 1,339

**HOURS**  
 892

**YTD SESSIONS**  
 7,655

**YTD HOURS**  
 4,771

**2015 YTD SESSIONS**  
 6,712

**2015 YTD HOURS**  
 3,895

**Non-Pharos sessions**  
 VOLUNTEERS

**PEOPLE**  
 47

**HOURS**  
 342.00

**YTD HOURS**  
 798

**YTD HOURS**  
 1463.00

**MEETING ROOM**  
 COMMUNITY ROOM/GSR

**GROUPS**  
 46

**YTD GROUPS**  
 247

**PROGRAMS & TOURS**  
 BOOK TIME  
 SATURDAY STORY TIME  
 CLASS VISITS  
 NON SCHOOL GROUPS  
 CHILDREN'S PROGRAMS  
 TEEN PROGRAMS

**PROGRAMS**  
 4  
 4  
 1  
 0  
 9  
 3

**PEOPLE**  
 198  
 71  
 80  
 0  
 441  
 71

**YTD PROGRAMS**  
 32  
 40  
 32  
 0  
 15  
 21

**YTD PEOPLE**  
 788  
 915  
 1,273  
 0  
 648  
 220

**YTD 2015 programs**  
 34  
 42  
 25  
 1  
 20  
 22

**YTD 2015 people**  
 732  
 985  
 904  
 20  
 576  
 273

**Total Youth Programs**  
 144

**Total Adult Programs**  
 30

**3,844**  
 1010

**144**  
 28

**BOOKINGS & ARRANGEMENTS**  
 TOTALS

**HRS THIS MONTH**  
 7.5

**HRS YTD**  
 40

**YTD 2015**  
 50.5

## **Children's Library Board Report June 2016**

Ah, Summer! For many it's a time of relaxing and sun and beaches and camping. And, I suppose, it's the same for the Children's Library, without the beaches, the camping, and the relaxing. But, the sun! We have glorious sun, beautiful trees, and (usually) mighty happy patrons.

May and June are our busiest months in the Children's Library, and this year is no exception. So far we have 801 kids signed up for Summer Reading. I, personally, want 820, as we had 819 last year. I think we'll make it! As of this writing, 80 kids have already returned their book logs and have chosen their book off the prize carts. We have a revamped book log this year, in an attempt to incorporate more aspects of literacy (particularly pre-literacy.) We have received a lot of positive feedback from parents and kids about the change.

A new program for us this summer is Lego Club. Over our first three weeks we have had 178 participants! Check out the latest designs in the lobby display case; I am continually in awe of the creativity of our young patrons.

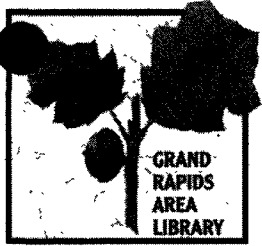
Darla's Summer Monday Book Times are, not surprisingly, exceedingly well attended, with 198 people in attendance over 4 weeks.

Other highlights of June:

- Two very popular art classes were presented by Betsy Whirley. She does such a great job introducing new art forms to our kids! This year she is doing a 4 part painting series, with the final two classes in July.
- The first of two cake decorating classes was sweetly savored by several youngsters.
- Duke Otherwise, an Arrowhead Library System Kids' Stuff performer, crooned his way into the hearts of 93 fun-loving music aficionados.
- Climb Theater brought "The Tortoise and the Hare" to our library. 92 patrons were left with the reminder to never give up!
- Saturday Story Time continues to draw in fun-seeking families. As usual, we see a slight drop-off in attendance over the summer months, as the outdoors pulls people away for weekends.
- The Library participated in Get Fit Itasca's Open Streets event by means of a Story Stroll. Families could read Derek Anderson's book "Ten Pigs: An Epic Bath Adventure" as they strolled through Crystal Lake Park.

We are looking forward to a fun-filled, sun filled July!

Tracy Kampa, Children's Library



July 13, 2016

Dean Klinkenberg  
3932 Cleveland Ave  
St. Louis MO 63110

Dear Mr. Klinkenberg:

I am pleased that you will be leading a presentation *The River Ends Like It Begins* for the Grand Rapids Area Library on Thursday, August 11, at 6:00 p.m.. Please let me know if you have any audio visual or set up needs library staff should be aware of.

Many library programs are videotaped by our local public access television station. Is your program suitable for taping and will you give your permission for it to be taped and rebroadcast? If so, please sign the enclosed form.

The Library will pay you an honorarium of \$150 for your appearance. If these arrangements are agreeable, please sign below and complete and return one copy of each of the enclosed forms to help us in processing the paperwork for your payment. I understand that you will be bringing copies of your book *The Headwaters Region Guide*, to sell. Please feel free to bring copies of your other books also.

My e-mail is: [manderson@ci.grand-rapids.mn.us](mailto:manderson@ci.grand-rapids.mn.us). Don't hesitate to contact me if you have questions or concerns about the arrangements for your program.

Sincerely,

Marcia Anderson  
Library Director

Enc: ICTV release form, W-9 form

These terms are acceptable:

\_\_\_\_\_  
Signature

7/20/16  
\_\_\_\_\_  
Date

Approved for the Board of Directors:

\_\_\_\_\_  
Board President

7/13/16  
\_\_\_\_\_  
Date



Board member *Jean MacDonell* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2016-06  
A RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and


WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

\$114,816.92 from the Estate of Gary Dwayne Ehalt to be used "to create an endowment to assist with the acquisition of children's books and to support children's educational programs designed and implemented by the Grand Rapids Public Library for the community" as stated in his will.

The donation will be transferred to the Grand Rapids Area Library Foundation for inclusion in their endowment fund held by the Grand Rapids Community Foundation, with the proceeds to be accounted for separately.

Adopted this 13 day of July 2016

  
Dennis Jerome, President

  
Jean MacDonell, Secretary

Board member *Lisa Tabbert* seconded the foregoing resolution and the following voted in favor thereof:

*Jean MacDonell, Lisa Tabbert, Mary Helen Haarklau, Max Peters, Susan Zeige, Shannon Benolken, Randy McCarty*

And the following voted against same:

And the following abstained:

Whereby the resolution was declared duly passed and adopted.

Board member *Jean MacDonell* introduced the following resolution and moved for its adoption:

RESOLUTION NO. 2016-05  
A RESOLUTION ACCEPTING DONATIONS

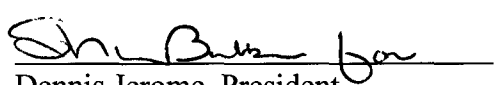
WHEREAS, Minnesota State Statutes 465.03, states that cities may accept gifts of real or personal property, including money, and use them in accordance with the terms the donor prescribes, and


WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members,

NOW THEREFORE, BE IT RESOLVED, that the Library Board of the City of Grand Rapids, Itasca County, Minnesota, accepts the listed donations and terms of the donors as follows:

- \$25 from Karla and Allan Kosel to purchase books in honor of Phyllis Scherf
- \$1920 from Grand Rapids Area Library Fndtn for Saturday Story Times May – August
- \$1000 from John and Gina Hawkinson Advised Fund – unrestricted
- \$20 from Eric Oberg – unrestricted
- \$25 from Dennis and Jeanne Legan for magazines

Adopted this 13 day of July 2016

  
Dennis Jerome, President

  
Jean MacDonell, Secretary

Board member *Lisa Tabbert* seconded the foregoing resolution and the following voted in favor thereof:  
*Jean MacDonell, Lisa Tabbert, Mary Helen Haartkluu, Max Peters, Susan Zeige, Shannon Benolken, Randy McCarty*

And the following voted against same: —  
And the following abstained: —  
Whereby the resolution was declared duly passed and adopted.

## **2017 Budget Narrative**

Major changes in budget:

### **Personnel**

This line item is affected by several things:

- Salary increases: negotiated at 3%
- Health insurance costs: (estimated) exact cost is usually unknown until later in the fall
- One position is at a lower hourly rate than in 2016 because the position was reclassified. The difference is about \$11,000 for the year.
- Contracted Services: This is for temporary substitute help when staff members are absent during busy periods. This is necessary to ensure adequate coverage for passport application processing and for fire call backup. Budgeted figure of \$11,500 represents an average of 40 hrs/month clerk substitutes, and an average 10 hrs/month for reference substitutes.

### **Building Maintenance:**

Major budgeted expenditure is \$26,000 for washing, staining and caulking exterior wood siding. It was last done in 2007.

### **Grounds Maintenance:**

Major budgeted expenditure is \$5,000 for replacing plantings on the roof of the energy building. They were installed in 2012 and have an estimated life span of 5 years

### **Assets between \$700 and 4999:**

Replace 7 desktop computers at a cost of \$800 each: (includes 4 public internet computers, 2 public internet computer system registration and print release computers, and 1 staff computer used by volunteers and not on the network).

### **Postage:**

Passport applications need to be mailed daily by priority mail at a cost of 6.45/pkg. with an occasional extra package for expedited applications. Estimated cost is \$2300

### **Fund Balance Payback**

I did include a \$15,000 payback to our fund balance, which has been the repeated attempt to rebuild our reserve fund after depleting it to build the energy center.

There is a \$15,00 operating surplus built into the budget for 2016.

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY**

**2012-2015 EXPENDITURES, 2016 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2017**

	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 Actual</u>	<u>2016 BUDGET</u>	<u>YTD ACTUAL 6/30/2016</u>	<u>proposed 2017 budget</u>
<b>REVENUES</b>							
<b>Taxes</b>							
Current	\$ 439,231	\$ 465,824	\$ 522,516	\$ 530,305	\$ 647,999		
Delinquent	3,608	440	2,361	1,335			
Fiscal Disparities	49,220	66,325	36,650	39,917			
<b>Total Taxes</b>	<u>492,059</u>	<u>532,589</u>	<u>561,527</u>	<u>571,557</u>	<u>647,999</u>	-	
<b>Intergovernmental</b>							
Market Value Homestead Credit	-	-	-	-			
Supplemental Aid	38,071	37,808	40,965	36,122			
State of Minnesota	250	-	-	49			
Library Contracts	129,590	125,549	127,592	128,168	127,000		128,000
<b>Total Intergovernmental</b>	<u>167,911</u>	<u>163,357</u>	<u>168,557</u>	<u>164,339</u>	<u>127,000</u>	-	128,000
<b>Charges for Services</b>							
ALS Cross-overs	8,136	6,282	5,282	5,282	6,282	5,282	5,282
Photo-copies	1,589	1,604	1,679	1,932	1,600	1,181	1,700
Internet	3,050	2,976	3,355	3,522	3,000	1,881	3,200
Library Fees-Proctoring	-	20	320	700	300	200	500
Passport Processing Fee				3,025		15,475	26,000
Fax Machine Use	-		3	129		308	300
<b>Total Charges for Services</b>	<u>12,775</u>	<u>10,882</u>	<u>10,639</u>	<u>14,590</u>	<u>11,182</u>	<u>24,327</u>	<u>36,982</u>
<b>Fines and Forfeits</b>							
Library Fines	17,952	13,207	13,319	12,695	14,000	6,240	13,000
<b>Total Fines and Forfeits</b>	<u>17,952</u>	<u>13,207</u>	<u>13,319</u>	<u>12,695</u>	<u>14,000</u>	<u>6,240</u>	<u>13,000</u>
<b>Miscellaneous Revenue</b>							
Donations	13,288	4,678	1,386	22,852	2,000	450	1,500
Memorial Books	670	245	1,475	3,314	1,000	450	1,000
Donations-Children's Library			1,952	2,134	200	2,500	1,000
Donations-Library Programs	710	398	380	200	300	200	200
Endowment Fund Income	3,101	4,753	1,797	(414)	1,300	1,336	1,300
Grand Rapids Lib Foundation	7,720	58,875	6,907	22,698		22,079	3,000
Meeting Room Receipts	3,394	3,922	3,749	4,312	3,400	2,903	3,700
Blandin Grants	7,739	2,261	-	-			
Miscellaneous	2,224	2,709	2,742	8,531	1,800	1,346	2,000
MIRC	747	-	-	-			
Energy Rebates	26,250	-	2,943	-		1,140	
Investment Income	2,295	1,353	2,648	2,865	2,500	320	2,500
<b>Total Miscellaneous Revenue</b>	<u>68,138</u>	<u>79,195</u>	<u>25,979</u>	<u>66,492</u>	<u>12,500</u>	<u>32,724</u>	<u>16,200</u>
<b>Other Sources</b>							
Operating Transfer - In	6,477	-	-	-	-	-	-
Fund Balance Usage	-	-	-	-	-	-	-
<b>Total Revenues</b>	<u>765,312</u>	<u>799,230</u>	<u>780,021</u>	<u>829,673</u>	<u>812,681</u>	<u>46,767</u>	<u>177,982</u>

Endowment  
for  
Children's

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY  
2012-2015 EXPENDITURES, 2016 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2017**

	<u>2012 ACTUAL</u>	<u>2013 ACTUAL</u>	<u>2014 ACTUAL</u>	<u>2015 Actual</u>	<u>2016 BUDGET</u>	<u>YTD ACTUAL 6/30/2016</u>	<u>proposed 2017 budget</u>
<b>EXPENSES</b>							
Operating Transfer Out	-	-	-	-	-	-	
<b>Personnel</b>							
Salary-Full time	296,090	303,426	316,446	390,436	412,058	187,815	
Salary-Full time overtime	-	-	-	-	-	185	
Salary-Part Time	98,105	101,660	98,873	25,722	22,626	10,323	
Salary-Part time overtime	-	-	-	-	-	-	
Contracted Services	2,756	3,219	2,283	5,543	3,200	9,807	
PERA	28,377	29,366	29,909	31,243	32,601	14,742	
FICA	23,055	23,734	24,435	24,371	29,950	11,616	
Medicare	5,392	5,550	5,715	5,700	6,303	2,717	
Health Insurance	54,166	58,405	62,215	63,417	77,975	47,978	
Life Insurance	246	246	214	221	221	104	
Dental Insurance	1,482	1,548	1,602	1,638	2,027	802	
Unemployment	-	-	-	-	-	-	
Worker's Comp	2,118	2,160	2,913	2,322	2,700	1,114	
<b>Total Personnel</b>	<u>511,787</u>	<u>529,315</u>	<u>544,605</u>	<u>550,613</u>	<u>589,661</u>	<u>287,203</u>	619914
							increase in contracted services
<b>Supplies and materials</b>							
Office Supplies	4,719	3,971	5,931	8,017	7,000	2,867	7,000
Copy Supplies	687	788	1,503	1,382	1,000	527	1,000
Printing/binding	515	596	783	808	600	1034	900
Bindings	-	-	-	-	-	-	-
Computer Supplies	3,320	2,639	3,094	2,192	3,000	829	2,600
<b>Computer Inventory</b>	4,357	1,642	1,802	5,421	2,000	-	2,500
<b>Assets between 700 and 4999</b>	8,442	9,720	7,568	-	9,000	-	5,600
Inventorial Supplies Equip<700	1,537	400	376	5,985	1,000	375	1,000
Volunteer Prgm Supplies & Mat	449	314	334	423	350	287	400
Operating Supplies	1,326	3,710	6,230	1,620	2,000	197	2,000
Books	41,122	36,327	43,071	44,307	42,000	20,323	44,000
Audio/Visual	8,458	10,074	6,029	8,362	9,000	4,748	9,000
Newspapers	1,665	1,397	1,655	1,671	1,000	942	1,400
Periodicals	7,073	6,282	6,768	6,838	7,000	628	8,000
Maintenance Tools/Supplies	2,663	2,137	2,490	3,473	2,500	1,481	2,500
Other Supplies/Materials	22	-	-	-	-	-	-
Equipment/Parts	-	-	590	-	300	-	-
Volunteer Coordinator Materials	-	-	-	-	-	-	-
<b>Total supplies and materials</b>	<u>86,355</u>	<u>79,997</u>	<u>88,224</u>	<u>90,499</u>	<u>87,750</u>	<u>34,238</u>	87,900
<b>Services and Charges</b>							
Professional Services	-	-	-	-	-	350	-
Accounting Services	586	668	656	722	800	-	800
Legal	-	-	75	-	-	-	-
Laundry	433	450	506	557	520	314	612

**CITY OF GRAND RAPIDS  
GRAND RAPIDS AREA LIBRARY**

**2012-2015 EXPENDITURES, 2016 ADOPTED BUDGET, YEAR TO DATE, PROPOSED 2017**

	<b>2012 ACTUAL</b>	<b>2013 ACTUAL</b>	<b>2014 ACTUAL</b>	<b>2015 Actual</b>	<b>2016 BUDGET</b>	<b>YTD ACTUAL 6/30/2016</b>	<b>proposed 2017 budget</b>
Janitorial Services	21,400	20,400	20,400	20,400	20,400	10,200	20,400
Other Contracted Services	5,633	7,969	9,671	12,751	4,000	6,148	6,000
Telephone	5,838	5,658	5,362	6,042	5,500	2,589	6,000
Postage/Freight	901	424	304	86	500	1,054	2,500
Seminar/Meetings/School	222	528	123		500		500
Staff Training	-	-	799		500		500
Community Ed/Promotion	264	25	255	289	300	251	300
Professional Service-Collections	1,654	2,753	2,289	2,029	2,200	1,011	2,200
Auto Mileage/travel	-	-	-				
Publishing and Advertising	25	697	297	264	300	100	300
General Insurance	6,271	7,594	9,229	7,184	9,000	4,737	9,000
Electricity	37,218	37,065	32,697	30,020	30,000	11,661	28,000
Garbage Removal	1,650	1,571	2,971	3,230	2,400	1,468	3,000
Heat-Natural Gas	4,706	1,827	5,181	3,594	4,000	2,252	4,000
Maintenance Contracts	4,895	8,375	7,621	7,754	6,000	3,018	7,000
Building Maintenance/Repairs	12,564	8,461	11,871	14,106	15,000	2,785	41,000
Grounds maintenance	566	521	1,774	462	1,000		6,000
Computer Maintenance/Repairs	8,168	8,830	8,113	9,096	9,000	879	9,000
On-line Services	1,524	3,359	3,624	1,791	3,000	2,275	3,000
General Equip Maint/Repair	8,124	8,630	3,653	11,568	6,000	6,597	6,000
Equipment Leases	862	891	844	1,092	1,900	402	1,000
Miscellaneous	-	-	-		50		50
Dues & Subscriptions	30	181	117	110	300		300
Interlibrary Loan Charges	-	122	-		100		100
Facility Maintenance	-	-	-	-			
Fund Balance Payback	-	-	-	-			15,000
<b>Total Other Services</b>	<b>123,534</b>	<b>126,998</b>	<b>128,432</b>	<b>133,147</b>	<b>123,270</b>	<b>58,091</b>	<b>172,562</b>
<b>Capital Outlay</b>							
Equipment/Mach/Furn/Fixture	30,647	50,222	-	55,944		11,254	
Building/Bldg Improvements	-	-	-				
<b>Total Capital Outlay</b>	<b>30,647</b>	<b>50,222</b>	<b>-</b>	<b>55,944</b>	<b>-</b>	<b>11,254</b>	
<b>Blandin Grant</b>							
Blandin Grant Prgm Development	-	-	-	-			
Blandin Grant Contract Services	-	-	-	-			
Blandin Grant Materials	-	-	-	-			
Blandin Grant Youth Programs	4,715	1,145	-	-		-	
Blandin Grant Adult Programs	3,024	1,116	-	-		-	
Small Blandin Grant	-	-	-	-			
<b>Total Blandin Grant</b>	<b>7,739</b>	<b>2,261</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>GRAND TOTAL</b>	<b>760,062</b>	<b>788,794</b>	<b>761,261</b>	<b>830,203</b>	<b>800,681</b>	<b>390,786</b>	<b>880,376</b>
<b>REVENUE/(EXPENDITURES)</b>	<b>\$ 5,250</b>	<b>\$ 10,436</b>	<b>\$ 18,760</b>	<b>\$ (530)</b>	<b>\$ 12,000</b>	<b>\$(344,019)</b>	

staining  
exterior  
wood  
replace  
green roof